

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 25 February 2021, by Zoom videoconference, commencing 19:30 hrs.

Present: Cllrs. N Boyer, I Clarke (Chair), E Brown, P Emmment, L James, P Jahromi, D Lias, I Montgomery, A Narayanan and P Alexander.
 Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Clerk), Kouy Young (Deputy Clerk), Jane Mason (Finance Manager)

21/RA/10 Public Questions

There were no public questions.

21/RA/11 Apologies and declarations of members' interests

11.1 There were no apologies received.

11.2 There were no declarations of members' interest.

21/RA/12 12.1 Minutes of the Previous Meeting

The minutes of the committee meeting of 28 January 2021 were approved as a correct record and signed by Cllr Clarke subject to two amendments to the attendance list.

Proposed: Cllr Boyer Seconded: Cllr Emmment Unanimously Approved

12.2 Actions

24.4.4 Working party to discuss options for running the pavilion building and bring proposals to the committee.

See item 17.

43.0 Clerk to provide information on water usage at the allotments for the last few years
 See item 18.4.

47.5 Cllr Clarke to investigate planting bulbs on the bus lane verges between Spencers Wood and Shinfield

Cllr. Clarke confirmed that he would discuss the possibility with Nigel Frankland, UoR.

48.4 Cllr Brown to follow up with UoR on sign to be located at viewpoint on footpath 16.
 Cllr. Brown confirmed that this was ongoing.

51.2 Working party to consider play facilities at Spencers Wood rec for recommendation to

Council

See item 13.1.

3.3 Clerk to obtain supporting information from Shinfield Players in respect of their funding bid.

The Clerk confirmed that he and Cllr. James had met with representatives of the Shinfield Players. Due to the amount of funding requested the matter was now being dealt through the Finance and General Purposes committee.

4.4 Clerk to look into ways of removing the caravan on the Millworth Lane site whilst preserving the integrity of the land.

This item was noted as complete. The Chair expressed thanks to the Clerk and his team on behalf of the committee for finding a removal solution that caused no damage to the site.

5.2 Clerk and Cllr Brown to look into who has responsibility for footpath 20 beyond Deer Leap Park.

Cllr. Clarke stated that footpaths would be discussed at the Planning and Highways committee going forward to avoid duplication and ensure consistency.

8.1 Clerk to research possible location for memorial garden in parish.

The Clerk confirmed that a memorial garden would be sited at the end of the Deardon Allotments. The resident who had made the initial request has been informed.

8.2 Clerk to provide additional information in respect of the potential purchase of planters for the parish.

See item 13.6

8.4 Clerk to confirmed to Thames Valley Ambulance that no appropriate location existed in the parish currently for a clothes bank.

This item was noted as complete.

8.5 Clerk to provide list of AED locations within the parish to committee with a view to adoption.

See item 13.7

21/RA/13 **Parish Wide Update**

13.1 Spencers Wood Recreation Ground

Cllr Clarke highlighted the following:

- The Spencers Wood Recreation Ground working party had agreed that they would investigate the feasibility of installing a MUGA and skate park. Meetings had taken place with representatives from appropriate providers to find out what could be achieved.
- The next meeting of the working party would be taking place this weekend.
- Feedback was being sought from local children to understand what facilities they would like to see added to the park.

13.2 Deardon Field Land Swap

The Clerk confirmed that the solicitor had sent a letter noting the issues and actions that needed to take place before the land swap could be completed. It was **AGREED** that the Clerk would approach Beverley Thomson and Andy Glencross at WBC to discuss the matters detailed.

13.3 Millworth Lane

13.3.1 Cllr. Clarke confirmed that Full Council had agreed that no further action could be taken on the site at Millworth Lane until the lease had been signed. An initial budget of £40k had been

allocated for remedial work.

13.3.2 The Clerk confirmed that he was awaiting a response from the Charity Commission regarding the situation re the Shinfield Association trustees and that he would follow this up.

13.3.3 Cllr. Clarke undertook to follow up with Nigel Frankland, UoR, during his meeting tomorrow to expedite the lease from the UoR solicitor.

13.4 **Pride in our Parish**

Members acknowledged the bulbs that were flowering in the neighbourhood.

13.5 **Orchard Rise Allotments**

13.5.1 Cllr. Clarke confirmed that he had carried out site visits to the Orchard Rise allotments to ensure that the condition of the land was being satisfactorily remedied. It was expected that they would be available from the end of May and 16 people were currently on the waiting list. It was confirmed that there would be troughs on site rather than taps to help manage water usage.

13.5.2 The allotments would potentially include a raised bed for people with disabilities. Members welcomed this suggestion and made the following comments:

- Raised beds should ideally be placed on each of the allotment sites for which SPC was responsible to ensure consistency in approach.
- The allotments may also provide an opportunity for people with mental health issues.

13.5.3 Cllr. Clarke undertook to discuss the matter further with the allotment developers to better understand what was being planned so that the matter could be given further consideration.

13.6 **Parish Hall Planters**

13.6.1 The Deputy Clerk gave an overview of options supplied by a company that provided planters for rental rather than purchase. These were available during the Summer in different shapes and sizes and required minimal maintenance.

13.6.2 It was **PROPOSED** that 3 planters were hired for 2021 to be located on School Green.

Proposer: Cllr Boyer Seconded: Cllr. Jahromi Unanimously Agreed.

13.7 **Adoption of AED**

13.7.1 The Deputy Clerk confirmed that a list of AED's located in the parish was available. A request had been made to the supplier of the AED on School Green to find out whether a process was available for adopting one but no response had been received to date.

13.8 **Waterworks**

It was confirmed that contractors secured to carry out the water system upgrade on the allotments had fallen behind with their work schedule due to restrictions enforced by the pandemic.

It was **PROPOSED** that the intended water system upgrade was postponed until Sep/Oct 2021 to avoid disruption to people already tending to their allotments.

Proposed: Cllr. Montgomery Seconded: Cllr. Boyer Unanimously agreed

21/RA/14 **Community Service Update**

14.1 Cllr Brown noted that with lockdown coming to an end he was carrying out an exercise to understand how many local community groups would continue post pandemic. It was suggested that community groups be encouraged to apply for grants from SPC to assist with sustainability.

14.2 Cllr. Brown noted that he had been researching ways of recognising important and/or interesting trees in the parish and suggested that plaques be purchased to identify them. It was **AGREED** that Cllr. Brown would contact the Veteran Tree Association to request their help in identifying the trees.

14.3 It was noted that a safety survey of trees located on SPC land was due. The Clerk undertook to consult with WBC on the matter.

14.4 It was **AGREED** that a volunteers evening would be hosted by SPC in October to say thank you for their efforts during the pandemic.

21/RA/15 **Grant Applications**

There were no grant applications received.

21/RA/16 **Website Development**

The Clerk highlighted the following points:

- Kreatif to demonstrate new website to Full Council on 15 March and allow them to test it during the following two weeks.
- The go live date was scheduled for 30 April 2021.
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21/RA/17 **Spencers Wood Pavilion Hire Charge**

17.1 Cllr. Clarke noted that by mid-June pandemic restrictions could be lifted and that therefore preparations needed to be made for hiring out the pavilion.

17.2 The Finance Manager stated that thought had been given to room hire rates but that a set of principles were needed to determine costs. A checklist detailing questions to consider was shared with members. It was **AGREED** that further discussion should take place outside of the meeting between Cllr. James, the Clerk, the Deputy Clerk and the Finance Manager. A proposal would then be made to the Finance and General Purposes Committee. A charging structure will be presented at the next R&A meeting.

17.3 It was **AGREED** that Cllr. Clarke and the SWP WP would provide the Clerk with a list of equipment to purchase to enable the facilities at the pavilion to be hired out.

21/RA/18 **Correspondence**

18.1 **Historical Photographs**

The Deputy Clerk noted a letter received asking for SPC's assistance in obtaining photographs of a property that existed in Shinfield in 1935. It was **AGREED** that a request would be added to the SPC Facebook page.

18.2 **Neighbourhood Action Group**

A request had been received from the Neighbourhood action group for SPC and two other parishes to provide annual funding of £10 for their website. It was **AGREED** that the Clerk would ask them to complete a grant form.

18.3 Funfair

A request from a funfair owner to hire Spencers Wood Recreation Ground from 7-11 July was noted. The Clerk undertook to obtain insurance and other appropriate details.

18.4 Water Usage on allotments

The Deputy Clerk stated that based on the limited information available water usage appeared to be consistent between 2017 and 2020 though there was no measure available to understand whether the usage was excessive or not. Cllr. Clarke confirmed that water saving measures would be put in place on allotments.

18.5 Manor Site Cricket Ground

Cllr. Clarke noted that work had commenced on the Cricket Ground. It was confirmed that a water tank would be placed underground next to the cricket square, because the square will need to be watered regular throughout the season.

21/RA/19 **Date of next meeting:** 25 March 2021

The meeting closed at 21:32

Action items:

Minute Ref	Details	Action by
47.5	Cllr Clarke to discuss planting bulbs on the bus lane verges between Spencers Wood and Shinfield with Nigel Frankland, UoR	Cllr Clarke
48.4	Cllr Brown to follow up with UoR on sign to be located at viewpoint on footpath 16.	Cllr Brown
51.2	Working party to consider play facilities at Spencers Wood rec for recommendation to Council.	Cllrs Boyer, Alexander and Clarke
8.5	Clerk to provide list of AED locations within the parish to committee with a view to adoption. – Completed. Awaiting follow up from supplier regarding adoption.	Clerk
13.2	Clerk to contact Beverley Thomson and Andy Glencross, WBC to discuss the issues outlined in the letter from the solicitor in respect of the land swap	Clerk
13.3.2	Clerk to follow up with Charity Commission on response to handing over of lease to SPC.	Clerk
13.3.3	Cllr Clarke to ask Nigel Frankland, UoR, to expedite the millworth lane lease from the UoR solicitors.	Cllr. Clarke
14.3	Clerk to contact WBC regarding a safety survey on tress located on SPC land	Clerk
14.4	Volunteer evening to be organised for October 2021 to say thank you for efforts made during the pandemic	Clerk
17.2	Meeting to be held to discuss pavilion hire rates with proposal to be submitted to F&GP	Clerk/Deputy Clerk/Finance Manager/Cllr. James
17.3	Cllr. Clarke and SWP WP to provide Clerk with a list of equipment to purchase to enable hiring out of the pavilion.	Cllr. Clarke
18.1	Request to be added to SPC Facebook page for photos of Acorn cottages in Shinfield from 1935.	Deputy Clerk
18.2	Clerk to write to NAG to ask them to complete grant form in respect of funding for their website.	Clerk
18.3	Clerk to obtain insurance details from funfair looking to hire Spencers Wood Recreation Ground	Clerk

